Top Ten Frequently Asked Business Questions

How do I file a protest?

You can file a protest electronically using GTC https://gtc.dor.ga.gov/, users must sign up for web access. Once logged in click on your account number, then select, **request to protest a proposed assessment.** Or you may complete a Request for Protest or Administrative Appeal form (Check appropriate Protest box).

- A taxpayer's protest is only granted when there is a dispute as to the *Amount Due* on the Notice of Proposed Assessment.
- Inability to pay is not a reason to protest.

How do you sign up for online access to Georgia Tax Center (GTC)?

Log on to Georgia Tax Center (GTC) at www.gtc.dor.ga.gov

- Click the Signup for Web Access link and complete the required fields.
- You will need your account number (Sales Tax, Withholding, or IFTA) and Zip Code (for the location of the business.)
- Once you have completed the web request, the Authorization Code and a login link will be emailed to you.
- You will use your Authorization Code to login for the first time.
- After your initial login, you will no longer need your authorization code.

How do I close my accounts on the Georgia Tax Center (GTC)?

Currently, accounts cannot be closed on Georgia Tax Center (GTC). Forms and signatures are required to close most accounts. Please complete form G-5 (B) to close your business account. https://etax.dor.ga.gov/inctax/TSD_Withholding_Account_Change_Form_G5B.pdf

How do I change my GTC password?

From the Profile screen, select the Change Password button. Your password must be between 6 – 12 characters and be alphanumeric.

What do I do if I forgot my GTC password?

- From the login page, click the Forgot your password link.
- Enter your Logon ID, the secret question and answer you used when registering for GTC.
- Enter a new password.
- An email will be sent to you with a new Authorization Code, use it to login for the first time with your new password
- Do not use the authorization code after your first login with your new password.

How do I make a payment in The Georgia Tax Center (GTC)?

- To make a payment for a specific filing period, locate the filing period on the Account Summary page and select the Pay link.
- Enter the payment effective date (this is the date you want the funds to come out of your bank account), the payment amount, and the payment source.
- To make a payment towards your entire account balance, from the Account Summary page select the Pay Account Balance link.
- Fill in the information as stated in the paragraph above.

Can I change or cancel a payment request?

Yes, if it the request status is "pending" you can change or withdraw a specific request. Payments must be cancelled <u>before 3:00pm EST</u> of the payment date entered.

I have a credit balance on my account, how do I request it?

From the account summary page when logged into your account on the Georgia Tax Center (GTC).

If I close my business, should I notify the Department of Revenue?

- You are required to file a final return.
- Check the box marked "final return" on the face of the income tax return.
- A corporate return is due on or before the 15th day of the third month after the date of dissolution and a partnership return is due on or before the 15th day of the fourth month after the date of the dissolution. For a corporation, there is no net worth tax due on the final return.

How do I register my business electronically?

Electronic business registration is only available on line at www.gtc.dor.ga.gov, and then select register your new Georgia Business.